



ISSUANCE DATE: July 19, 2016
CLOSING DATE: August 12, 2016

SUBJECT: Solicitation for United States (U.S.) Personal Service Contractor – PEPFAR Deputy Country Coordinator in Zambia.

The United States government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified United States (U.S.) citizens interested in providing Resident Hire Personal Services Contract (PSC) services as described in the attached solicitation.

Interested applicants must submit:

- (1) An up-to-date curriculum vitae (CV) or resume: Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- (2) <u>Application cover letter</u>: Applicants are required to submit an application cover letter addressing each of the Evaluation Criteria describing their expertise, experience, training, and education relevant to each criterion.
- (3) Form AID-302-3: This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3; and,
- (4) References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications based on the Evaluation Criteria. Applicants are reminded and required to sign the certification at the end of the AID-302-3.

Please note that the U.S. mail system is not as reliable as other methods of submitting applications. Although submission methods include: courier, overnight mail service, hand delivery or fax, the **required** method of submission is emailing electronic copies to exozambiahr@usaid.gov.

Applications must be signed and dated.

An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received prior to the time and date specified in the solicitation and in accordance with Federal Acquisition Regulation (FAR) 15.412.

USAID/Zambia reserves the right not to award any contract as a result of this solicitation.

Only short-listed candidates will be contacted.

Submit applications by e-mail only to:

Human Resources Office

E-mail address: exozambiahr@usaid.gov

All questions in response to this solicitation must be directed to:

Mr. Sean Mendoza Executive Officer

E-mail address: smendoza@usaid.gov

For their records, applicants should retain copies of all enclosures accompanying their applications.

Sincerely,

Sean Mendoza
Executive Officer